



DEPARTMENT OF CORRECTIONS
Health Care Recruitment Unit
2201 Broadway
Sacramento, CA 95818

CONTINUOUS

PHARMACY TECHNICIAN

FUNCTION OF POSITION

Assists in the operation of the facility pharmacy; maintains drug and supply inventory and inventory records; orders supplies to maintain level of stock; checks goods received against purchase orders invoices, and requisitions; segregates, labels, and stores pharmaceutical supplies; reviews pharmacy stock for expired drugs; picks up and delivers drugs; cleans equipment, shelves, and work areas; operates packaging machinery for unit dose or prepackaged dispensing system; types labels for medications and delivers to pharmacist for affixing; retrieves designated drug containers; maintains patient medication profiles; maintains records of prepackaged drugs; prepares unit dose cassettes for review by pharmacist; fills medication drawers with prescribed doses; aids pharmacist in preparation of prescriptions; and does other service and technical pharmacy work which does not require licensure.

MINIMUM QUALIFICATIONS

Possession of a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy set forth in Section 4115 and 4202 of the Business and Professions Code. Registration requirements shall not apply during the first year of employment for a person employed or utilized as a Pharmacy Technician to assist in the filling of prescriptions for an inmate of a correctional facility of the State Departments of Youth Authority or Corrections, or for a person receiving treatment in a facility operated by the State Department of Veterans Affairs.

AND EITHER I

One year of clerical work experience in a pharmacy relieving a pharmacist of clerical or sub professional duties. Primary duties must have included stocking shelves with pharmaceutical supplies or typing pharmaceutical labels. [Experience in the California state service applied toward this requirement must be in a class at a level of responsibility not less than that of Office Assistant (General), Range B.] (Academic education above the 12th grade may be substituted for the experience on the basis of one year of experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

OR II

Completion of an academic curriculum and formal on-the-job training program for Pharmacy Technician.

APPLICATION INFORMATION

The Department application consists of the two (2) documents listed below. Review and complete each document as required. Additional information may be submitted but is not required. Sign and mail application with other documents to: institution(s) of Choice (Addresses are enclosed), Attention: Personnel Office. Should you have any questions please contact a Health Professions Recruiter at (888) 232-4584, by fax at (916) 227-4646 or by e-mail at HealthRecruit@corr.ca.gov.

1. Standard State Application (STD. 678)
2. Recruitment Publicity Questionnaire

CONTINUED ON REVERSE

www.corr.ca.gov
888-232-4584 Toll Free
(916) 227-4646 (FAX)

SALARY RANGES

Range 1 \$ 2348 - 2855 per month

All correctional institutions **may** authorize a **“Hiring Above the Minimum”** (HAM) salary differential. Extraordinary qualifications, experience and current salary will determine the actual starting salary. The hiring authority reviews your credentials and evaluates your experience to determine if a **“Hiring Above the Minimum”** salary differential is applicable.

BENEFITS

- Deferred Compensation Plans (Savings pool, 401k and 457 plan)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (Management discretion)
- Pre-tax parking (Where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave or annual leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMO's)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program
- Work and Family Advisory Committee
- \$2400 annual Recruitment and Retention differential pay after twelve consecutive months of employment at the following locations: Avenal State Prison, Chuckawalla Valley State Prison, Ironwood State Prison, Calipatria State Prison and Centinela State Prison.
- License or Certificate Renewal Fee Reimbursement (Actual Cost)
- Evening and Night Shift Differential Pay
- Uniform Allowance
- Scholarship Fund to encourage and assist bargaining unit employees to obtain a license, certification or higher educational degree in nursing, teaching and related health care and education professions through the provision of financial support.
- Professional Dues Reimbursement (\$50 Maximum)
- California Public Employees Retirement System

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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